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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 September 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 4 - 11 September

25 YEAR RE-REVIEW

1. The Staff reviewed four training films in order to clear up certain controversial questions which have come up during the critique of these films.

25X1 2. [] has returned from her vacation.

P 3. [] has started the Effective Speaking course.

25X1 4. [] lectured on cable procedures at the Logistics Course. This was attended by 11 Logistics officers.

5. I gave a lecture at the Dependents' Briefing on 10 September.

25X1 6. [] met with [] to resolve the differences of the DD/P as to the Finance Handbook. This meeting was called as Publications did not wish to make any changes, as suggested in the memorandum, until discussions were held with []. A detailed memorandum of this meeting is attached.

25X1 7. [] our summer employee, left on Friday to return to school. Her work was most satisfactory and the additional help was greatly appreciated by this staff.

25X1 []

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